

Docent Board Meeting -November 12, 2009

Present: Lois Baumer, Leland Scott, Kay Olson, Jean LaRosa, Chuck Seeley, Shirley Rowland, Deb Malewski, Alice Throop, James Groen, Fred Junger, Ron Nelson, Charles Foster

Meeting called to order by President, Kay Olson, at 9:30 a.m.

The minutes from our meeting on October 8, 2009 were presented by Leland Scott. It was noted for one correction. Bill S. Should be listed as Bill SCHIDELER. Minutes were accepted.

The Budget Report was presented by James Groen. The Friends of the Museum were determined to be in the budget until June, 2010. Three people gave donations. It was moved by Fred Junger to accept the budget report, seconded by Lois Baumer. Motion carried.

Kay Olson gave the President's Report. It was reported that Haunted History went well. Our next events will be Silver Bells and Winterfest. She asked the board members if we would be interested in participating in the Women's Exposition, on February 5 - 7, 2010. The times for the event would be 10:00 a.m. to 8:00 p.m. on Friday, 10:00 a.m. to 6:00 p.m. on Saturday and 10:00 a.m. to 6:00 p.m. on Sunday. Admission fee will be determined at a later date.

Vice President's Report was given by Deb Malewski. Deb checked on the Presidential Award for service and it has not been confirmed as of this date. The visit to the Mann House and tour given by David Bridgens was a great success. Deb stated that on the weekends when the museum is open we should think about having a docent to greet visitors. She also mentioned that we should have a link to the application to become a docent on the museum website.

Archives Report was given by Alice Throop. Alice stated that she is proofing 2006 to 2008 archive reports to be sent to the archives. They are working to wrap up 2009 archive reports. All reports should be submitted to Alice before the end of the year.

Bylaws Report was given by Lois Baumer, Nothing pending at this time for bylaws. It was stated that the new bylaws that were accepted in June 2009 were not included in the present bylaws; these will need to be rewritten to include them.

Education Report was given by Lois Baumer. ACE Program approached Lois to have an education program about the history of Michigan at the museum. They were pleased with said program given earlier this year. Lois will submit her annual report to Alice Throop at a later date. Education program dates will be submitted in January 2010, to be added to the calendar. Lois mentioned that new docents should attend two out of three events. Alice Throop mentioned that each docent should be given a docent Handbook so that they are aware of their commitment. Fred Junger stated there should be more of a selection of required continuing education classes. The next continuing education program will be at the Spring Event in April 2010.

Day Chair Report was given by Shirley Rowland., The Day Chairs met on September 15, 2009 at 10:00 a.m. There was concern on who will fill David Bridgens position upon his retirement. Future meeting dates are November 17, January 19 and April 13, all at 1401:00 a.m.

Hospitality Report was given by Jean LaRosa. Jean stated that 25 banes were recorded for attendance at the Holiday Dinner at this time. Lois Heal will be making the decorations. Tami Averill will check into tables for the dinner. Country Catering will be catering this event. The deadline for final head count will be the Friday before the dinner. Kay Olson spoke about the changes to this year's Holiday Dinner Program. It will include the History of the Museum. The program will include changes to the list of Chartered Docents due to retirement. We need to include Ms. Becky Humphries as our new director through the DNR. Jean LaRosa mentioned that the June picnic may be in Eaton Rapids or the Cooley Gardens. By unanimous vote it was decided that the picnic will be at Eaton Rapids Area Historical Center.

The Membership/Office Manager Report was given by Charles Foster. Docent hours will be given to the Guild to keep the records updated. Each docent should remember that recognition pins are based on how many hours they volunteer. Each docent is responsible for recording their hours to include the trip to the Mann House. Charles stated that each docent needs to sign the attendance book and sheet for each event. There was a concern about docents who have gone through the training that are not currently volunteering, further investigation will be required.

Chuck Seeley asked if docents are still assigned a mentor. This matter will be looked into and discussed at the next board meeting.

In House Communications Report was given Ron Nelson. The program for the Holiday Dinner will be emailed to Kay Olson, Tami Averill and Fred Junger for proofing. The program will be submitted to Ron Nelson for printing. Kay Olson mentioned that she plans to take over the duties of the Docenteer from Jennifer Sochor. Kay also stated that she would mail to those who don't have email. The next Docenteer will be published at the end of January, 2010. Deadline for articles to me is January 9, 2010.

Public Relations Report was given by Fred Junger. Fred stated he will ask David Bridgens where he has spoken as a special speaker. This will allow for follow up with those locations.

Interview/Recruiting Report was given by Chuck Seeley. Chuck stated that there are five people in the new docent class. He has one application for consideration.

Special Events Report was given by Kay Olson in the absence of Marilyn Rye. The docent trip will be June 9, 2010, destination to be determined at a later date.

Director's/Staff Report given by Tami Averill and Phil Kwiatkowski. Phil stated that several budget reductions were sent to the head of the DNR. Furlough dates for 2010 have not been determined yet and were not included in the budget. Admission fees are still being considered as well, possibly starting in the summer of 2010. Kay Olson inquired if the DNR is aware of the Docent Guild. Phil said we should contact Mark Hoffman, the Director of Communications for the DNR.

Tami Averill stated that the Harvest Festival and Haunted History was a success. There were 90 in attendance for these events.

There is a thank you posted in the docent room for the Haunted History. Winterfest will be on December 5, 2009 from 11:00 a.m. to 3:00 p.m. We have a new couple who are running the Snack Shop as of this date. The sprinkler system for the 1<sup>st</sup> floor will be updated beginning in March, 2010 after hours. It was stated that things will need to be done at night. The completion date will still be May 2010.

New Business: A letter will be given to each person receiving a service pin. Leland Scott asked if he could email minutes to everyone who has an email address.

Meeting adjourned at 11:45 a.m.

Leland Scott, Secretary